

# **STATE OF ALABAMA**

## **Information Technology Procedure**

### **Procedure 100-00P1: Information Technology Document Workflow**

#### **1. INTRODUCTION:**

The State of Alabama Information Technology Management (IT) Program consists of a series of policies supported by standards, baselines, guidelines, procedures, and forms. Together these documents form a comprehensive program with all the responsibilities, requirements, processes, and best practices necessary to manage the state's information system resources.

#### **2. OBJECTIVE:**

This procedure implements the Information Services Division (ISD) responsibility to provide procedures for the review and feedback of policies by the IT community (as required by State IT Policy 100-00, Information Technology Policies).

#### **3. SCOPE:**

This procedure applies to State of Alabama employees and contractors responsible for creating, reviewing, or approving information technology policies, standards, baselines, guidelines, procedures, and forms.

#### **4. PROCEDURES:**

##### **4.1 DOCUMENT TYPES AND NAMING/NUMBERING CONVENTIONS**

IT policies and supporting documents shall be named/numbered in the same manner as specified in State IT Procedure 600-03P2 with the following exceptions:

Information Technology policies are numbered by subject category as listed below:

- 100 – IT (General)
- 200 – IT Planning
- 300 – IT Budgeting
- 400 – IT Project Management
- 500 – IT Architecture
- 600 – Cyber Security
- 700 – Disaster Recovery
- 800 – Network Infrastructure
- 900 – IT Procurement
- 1000 – Data Management

- 1100 – Reserved/Future Use
- 1200 – Digital Government
- 1300 – Workforce Management
- 1400 – Technology Competency Centers
- 1500 – Open Source Systems

#### 4.2 DOCUMENT CREATION/APPROVAL PROCESS

Document creation and approval shall follow the process described in State IT Procedure 600-03P2 with the following exceptions:

**Identification Phase:** Policy recommendations may be submitted in writing to the Assistant Director, IT Planning, Standards, and Compliance Office, Information Services Division (ISD), Suite 200, Folsom Administrative Building, 64 N. Union Street, Montgomery, Alabama, 36130 or emailed directly to [Art.Bess@isd.alabama.gov](mailto:Art.Bess@isd.alabama.gov).

**Collaboration Phase:** The document author and/or approving authority will determine who should review and comment on the document during the collaboration phase.

**Comment Phase:** Draft documents will be posted on the ISD website ([www.isd.alabama.gov](http://www.isd.alabama.gov)) for up to thirty (30) days for review and comment prior to approval.

#### 4.3 ANNUAL DOCUMENT REVIEW PROCESS

Annual reviews ensure policies remain current as well as promote policy awareness. Annual reviews shall include:

- Review of any source documents cited in or used in the preparation of the document being reviewed to see if the source has been revised since the previous review or release date.
- Test of all hyperlinks embedded in the document to ensure they go to the intended document, bookmark, or web site; repair or revise broken hyperlinks as needed.
- Update the ISD policies web page. The Statewide Information Technology Policies, Standards and Guidelines web page, <http://isd.alabama.gov/policies/policies.aspx>, lists the date the document was last reviewed. Update this “Reviewed” date when the review is complete by notifying the ISD Help Desk of the change.

Review all documents annually in October (except 600-series documents which follow their own review schedule as specified in State IT Procedure 600-03P2).

#### 5. DEFINITIONS:

**6. ADDITIONAL INFORMATION:**

**6.1 POLICY**

Information Technology Policy 100-00: Information Technology Policies

**6.2 RELATED DOCUMENTS**

Information Technology Procedure 600-03P2: Security Document Workflow

*Signed by Art Bess, Assistant Director*

**7. DOCUMENT HISTORY**

Version	Release Date	Comments
Original	01/07/2009	